Selection Committee Chair Person

- Ensure the committee is diverse
- Ensure each member is familiar with the responsibilities of the position
- Ensure responsibilities assigned as appropriate, for example: screen application materials, coordinate and schedule times for interviews, contact candidates, ensure appropriate approvals received to offer, submit the electronic hiring report (Academic Affairs departments submit the paper Hiring Report). The electronic hiring report must be received in HR a minimum of 10 days prior to the date of hire.
- Each committee member should be present for each interview
- Determine who will screen the candidates, if multiple people the results will need to be combined into one screening matrix
- Screen based on guidelines in Selection Committee document
- All candidates must be considered equally, whether or not interviews have been conducted. If the posting is available for candidates to apply, all must be considered and included in the screening process.
- Candidates can be moved to appropriate folders in Hirezon throughout the process, such as Yes, No, Maybe, Withdrawn, 1st Interview, etc.
    - The person designated in Hirezon as "Hiring Manager" in the system will have access to move candidates to folders
    - The Hiring Manager may also communicate directly with the candidates through Hirezon. For example, if you wish to send an email to 5 candidates notifying them they were selected for an interview, you would:
        1. Put a check mark beside each candidate (in the box on the left)
        2. Select "send email" from the drop down box at the bottom right
        3. Click submit
        4. On the next screen enter a subject for the email
        5. Feel free to use the sample email templates which have basic options to: invite for interview, notify of no interview, or thank you for interviewing. Click on the "sample mail templates" at the top next to subject. Click select next to the one you wish to use. This will prepopulate the email which you can then customize if necessary.
        6. Make a selection at the bottom on whether this email requires a response from the candidate
        7. Put a check mark in the "check this box when you are ready to send"
        8. Click send email
        9. The candidate will receive an email telling them they need to provide additional information
        10. The candidate will login to Hirezon where they will see the email
        11. The candidate will type a response
        12. The Hiring Manager and Reviewer will be able to view the candidate's response
- Ensure notifications sent to candidates not hired and not selected for interviews. This can be done in Hirezon. If you wish for HR to handle please notify.
- Ensure all documentation is uploaded to Hirezon, under Review Notes. Documentation includes one screening matrix, interview questions, interview notes from each committee member, and references notes. See Uploading Files to Hirezon for details.

Ultimately ensure that the process is objective, respectful of all, and ensure justifications for selection decisions can stand up to questions if a candidate/lawyer objects or questions the decision.